



SINGLE FAMILY / TOWN HOME / TWO-FAMILY PERMITTING PROCEDURES

New Structures, Additions, Remodels, Garages, & Accessory Structures

SUBMITTAL REQUIREMENTS:

1. **COMPLETED RESIDENTIAL IMPROVEMENT LOCATION PERMIT APPLICATION, (ILP)** which also includes the reverse side (or 2nd page) of this procedure sheet.
2. **CONSTRUCTION PLANS:** At least one set of the plans should be on paper **no larger than 11 inches by 17 inches**. If this is not possible an electronic PDF copy of plans should be emailed to nmishler@carmel.in.gov , or a disc containing the electronic PDF copies shall be submitted, in addition to the paper copies.

NEW MAIN STRUCTURES / ADDITIONS / ACCESSORY STRUCTURES, TWO SETS OF PLANS FOR SINGLE FAMILY, TWO-FAMILY, AND TOWN HOMES, MUST BE SUBMITTED.* THESE SHOULD INCLUDE:

-Building Elevations -Foundation Plan -Floor Plans -Typical Wall Section

-If **Manufactured Trusses** are used, truss diagrams must be included with the building plans. Truss diagrams must be STAMPED with the seal of the registered architect or engineer who is responsible for that design. ONLY Indiana registrations will be recognized.

-A SITE (OR PLOT) PLAN SHOWING THE FOLLOWING REQUIRED INFORMATION:

- a. Name and address of designer of plan, with date, Name and address of property owner
- b. Lot number and subdivision name, or applicable general description
- c. Lot drawn to scale—all dimensions: Including Lot/Property lines
- d. Minimum front building setback line, per approved development plan (include all front yard)
- e. All roads, alleys, sidewalks, driveways, rights-of-way, etc...
- f. Any applicable flood plain area (Certificate of Elevation, if necessary)
- g. Building pad elevation and lot corner elevations
- h. All accessory buildings / structures – existing or proposed
- i. Sewer and water lines, septic system, (tanks & filed system) and/or well locations
- j. All drainage swales and subsurface facilities, drainage flow arrows (retention / detention areas, etc...)
- k. Sump pump -- Show sump pump pit(s) and discharge line locations
- l. Geothermal heat pump discharge locations

***NOTE: If land is not within a platted subdivision, a legal description is required.**

-ONE (1) COPY OF THE SUBDIVISION CONSTRUCTION/DEVELOPMENT PLAN IS REQUIRED—**FOR NEW DWELLING UNIT STRUCTURES ONLY**. Sometimes referred to as an "as-built," this plan should show the lot, the surrounding lots, the building pad or building pad elevation, and the ground topography lines. Plans for the entire subdivision are NOT required.

-If large equipment is being used, an approved **Right of Way Permit** from City of Carmel Engineering Office is required. Please contact the Engineering Office at: (317)571-2441.

***NOTE:** For all **Town Home** submittals two full sets of construction documents need submitted per Building covering all options of each unit within the building, along with the State Design Release.

REMODELS, TWO (2) SETS OF PLANS MUST BE SUBMITTED AND SHOULD INCLUDE:

-Floor Plans -Typical Wall Section

3. **SEWER AND WATER PERMITS FOR NEW STRUCTURES OR ADDITIONS OVER 1,000 SQ. FT.** Please determine which utility company provides services to your construction site, and provide a copy of the utility permit.
 - a. Carmel Utilities: (317) 571-2443. A sewer and/or water permit should be purchased at the office of Building & Code Services, prior to or at the time you are submitting your building permit application.
 - b. Clay Township Regional Waste District; (317) 844-9200.
 - c. Hamilton County Health Dept. (for wells and/or septic permits); (317) 776-8500

FURTHER NOTES / NOTICES:

- CARMEL ZONING ORDINANCE Z-289, SECTION 29.04.02 (3): "The Director shall approve or deny the Improvement Location Permit within five (5) working days of the receipt of the written application form and accompanying materials. The Improvement Location Permit shall be issued when the proposed structure, improvement, or use and its location conform in all respects to this ordinance."
- IN ADDITION TO THE ABOVE-LISTED SUBMITTAL REQUIREMENTS, THE BUILDING INSPECTOR SHALL BE PROVIDED INFORMATION RELATIVE TO COMMITMENTS MADE IN THE ZONING PROCESS FOR THE PROPERTY INVOLVED. THIS INCLUDES ANY PLAN COMMISSION, BOARD OF ZONING APPEALS, AND/OR DEPT. OF COMMUNITY SERVICES ADMINISTRATIVE APPROVALS REQUIRED.
- ADDITIONAL INFORMATION MAY BE REQUESTED BY, AND SHALL BE PROVIDED TO THE BUILDING INSPECTOR, IF THE SUBMITTED PLANS ARE NOT OF SUFFICIENT IN CLARITY OR DETAIL, TO INDICATE THE NATURE AND EXTENT OF THE WORK PROPOSED AND TO DETERMINE COMPLIANCE WITH ALL APPLICABLE CODES AND ORDINANCES. PLEASE NOTE: IF ADDITIONAL ITEMS FOR REVIEW ARE REQUESTED, REVIEW TIME MAY BE EXTENDED.
- **ALL CONSTRUCTION IS SUBJECT TO FIELD INSPECTION, AND SHOULD NOT BEGIN PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT.** ONCE THE PERMIT IS ISSUED, WORK SHOULD NOT BE POURED, INSULATED/COVERED, AND/OR OCCUPIED PRIOR TO THE APPROPRIATE INSPECTION. Beginning prior to obtaining a building permit and/or proceeding with construction beyond the stage of a required inspection without approval constitutes Late Fee penalties, per Z-289 of the Carmel/Clay Zoning Ordinance; 29.06.07, and 29.06.08.

BUILDING & CODE SERVICES; CITY OF CARMEL. One Civic Square; Carmel, IN 46032. Ph. (317) 571-2444.

Provide Sq. Ft. for entire structure for new single family home, if remodeling or adding an addition / accessory structure provide Sq. Ft. of work area:

BASEMENT (Finished and Unfinished)	1st Floor	2nd Floor	3rd Floor	Front Porch	Rear Porch or Sunroom	Total Sq. Ft. of Garages	TOTAL

Per the Adopted Indiana Energy Code that will be in effect for all New Buildings, Additions, Accessory Structures, and Remodels. There are three methods of compliance to choose from. **It is REQUIRED to indicate which compliance that will be used at time of submittal.** Please select from the following:

(Handout for Compliance of Energy Code can be picked up in our office or found at: <http://www.carmel.in.gov/>)

Prescriptive (most restrictive)	
Total UA (allows building envelope trade-offs)	
Performance (most flexible)	

I, the undersigned, certify that all of the above listed information is shown completely and accurately on the attached plot or site plan(s), construction plans, and any other submitted documentation, submitted with the building permit application to the City of Carmel / Clay Township Department of Community Services. I further certify that the joining of water supply piping shall be made with lead-free solders and fluxes. Failure to comply will result in a replacement of the system. (Plumbing Code P-509-5) Under the penalties of Perjury (Indiana Code 35-44-2-1), I also hereby affirm, under oath, that all of the information I have provided in the table below is true and accurate, to the best of my knowledge and belief, and that I have not knowingly or intentionally provided or omitted any information that would tend to hide, obscure, or otherwise mislead the Dept. of Community Services regarding the truth of the matters addressed therein.

APPLICANT'S SIGNATURE

DATE

Print

_____ No right of way permit needed.